

## Assistant Clerk/Secretary

The Lake County Commissioners are seeking an experienced full-time assistant clerk/secretary for the administrative office of the Commissioners. Under direction, performs a wide variety of clerical and secretarial tasks in the Commissioners' office. Responsibilities include: preparing and maintaining the official records of the Board of County Commissioners, compose resolutions to be acted upon at board meetings, preparing agendas, scheduling and performing various administrative tasks as needed. Candidate will perform secretarial duties that require a high degree of confidentiality, have the ability to work under pressure of deadlines and the ability to exercise discretion. Computer skills including experience with Word and WordPerfect a must. The successful candidate must exhibit strong communication and composition skills, proofing and editing skills with professional business correspondence. Previous work experience in areas of public administration and public relations preferred. Strong interpersonal skills and high degree of phone etiquette and professionalism are required. Notary certification desirable. Salary commensurate with experience and qualifications. Candidates may send resumes to the Lake County Commissioner's Office, Attn. William A. Margalis, 105 Main St., Painesville Ohio 44077, By April 15, 2013.

EQUAL OPPORTUNITY EMPLOYER

M.F.V.H.